

United States Department of Agriculture



ANIMAL AND PLANT HEALTH INSPECTION SERVICE ADMINISTRATIVE CAREER INTERN PROGRAM

We are currently hiring for the following Career Intern position
Information Technology Specialist (Systems Administration)
GS-2210-5
Full Performance Level GS-9

Opening Date: September 24, 2007

Closing Date: September 28, 2007

Location

Animal and Plant Health Inspection Service (APHIS), Marketing and Regulatory Programs Business Services (MRPBS), Information Technology Division (ITD), Technology Resource Management (TRM), Riverdale, Maryland.

Job Summary

As an entry-level trainee, the incumbent will use a basic foundation of information technology knowledge to perform routine administrative and information systems work within the organization. The primary responsibility of this position includes administration of the TCP/IP network of PC based ETHERNET systems running WINDOWS 2003/XP operating systems, and all related peripheral devices located within the enterprise by performing specific information technology and system administrative in accordance with standard theory and basic principles.



Knowledge Required

Knowledge of information technology (IT) principles, methods, industry standards and practices to perform routine and recurring assignments in network services, customer support concepts and methods, and/or security; Knowledge of IT infrastructure settings and configuration in a Microsoft environment; Knowledge of performance monitoring principles and methods, IT quality assurance principles and systems security methods to identify issues and solve customer and technical problems; Knowledge of technical documentation methods and procedures to review and refine customer specifications for technical IT products and services; and, Knowledge of systems analytical methods and principles to evaluate current IT requirements, develop basic systems specifications and assist with planning for future needs.

General Eligibility

U.S. citizenship
Bachelor's or Graduate Degree with
an overall college GPA of 3.0 or
better if applying based on education
Diverse professional experiences,
training, and competencies
Demonstrate leadership

Key Highlights of the Administrative Career Intern Program

Full-Time, 2-year Excepted Service Appointment
Core Career Development Training
Rotational assignments to gain on-the-job experience.
A mentor to assist in career development and growth.
Interns may be promoted while training and learning
Upon completion of the 2-year internship period, the incumbent may be noncompetitively converted to a career or career-conditional appointment.

HOW TO APPLY

DEADLINE FOR APPLICATION: Applications and supporting documents submitted by fax or electronically must be submitted by 11:59 pm, **Eastern Standard Time, Friday, September 28, 2007.** To apply for this position, you must provide a complete Application Package, which includes **all** of the following parts:

1. Your responses to the Assessment Questionnaire.
2. Your résumé and any other documents.
3. Your transcript (unofficial version will be accepted).
4. Veterans Documentation (if applicable).

Use *Application Manager* for convenience and quickest processing! Track your progress to a *Complete* Application Package using the *My Application Packages* checklist and status displays in Application Manager. Your Application Package status must be *Complete* by **Friday, September 28, 2007.**



Option A: Application Manager

To begin:

- Click this link to begin the process: <https://applicationmanager.org/Login.aspx> .
- Follow the instructions for accessing the system. If you are new to the Application Manager system, you will be required to create a User Name and Password before beginning the application process. If you have used our system in the past, please provide your User Name and Password to continue.
- Please make sure that you enter the correct Vacancy ID# for the corresponding job for which you are applying i.e. **“WA154779” Information Technology Specialist (System Administrator)**. In the box that appears on the left hand side of the screen titled "Start a New Application". Click the "Go" button. When you have completed the Online Occupational Questionnaire, click the "Finish" button. The Online Occupational Questionnaire must be completed and submitted by 11:59 EST on **Friday, September 28, 2007**.

To return to **Application Manager** at any time, use whichever one of the links you used to begin as described above, or simply go to <https://applicationmanager.org/Login.aspx> .

Option B: By Fax

You may submit your resume, college transcripts, and any supporting documents by fax, if you are unable to upload them. If you are faxing your documents, use the official cover sheet which is here -- <http://staffing.opm.gov/pdf/usascover.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

*All application materials must be received by 11:59 pm EDT on
Friday, September 28, 2007.*

*To learn more about APHIS, please visit our website at
http://www.aphis.usda.gov/about_aphis/*

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U.S. Citizenship Required

